



City of Austin - JOB DESCRIPTION



Animal Care Technician

FLSA:	Standard/Non-Exempt	EEO Category:	(80) Serv/Maint
Class Code:	10590	Salary Grade:	JB7
Approved:	January 30, 2001	Last Revised:	February 26, 2009

Purpose:

Provide animal care and customer service; mediate animal related complaints.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Receive, handle and kennel animals of all species, including those of unknown temperament, and aggressive, sick and injured animals.
2. Check for current rabies vaccinations and assist pet registration program.
3. Counsel adopters, review applications and approve/deny applications.
4. Maintain relevant written records, enter/retrieve information on computer, and answer telephones.
5. Monitor physical conditions of animals and advise veterinarian and/or supervisor of ill or injured animals.
6. Attend training and maintain certifications.
7. Assist other personnel, law enforcement agencies and other organizations as necessary.
8. Clean, disinfect and maintain animal handling areas.
9. Feed, water, bathe, dip and exercise animals.
10. Assist in the euthanasia of animals identified by veterinarians, management, supervisors and/or senior veterinary technicians with understanding and compassion for the animal.
11. Provide information and education to public.
12. Handle cash according to City policies.
13. Perform receiving, reclaim, animal care and adoption duties.

Responsibilities - Supervisor and/or Leadership Exercised:

None.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Skill in oral and written communication
- Skill in handling multiple tasks and prioritizing
- Skill in planning and organizing
- Ability to work with frequent interruptions and changes in priorities
- Ability to quickly recognize and analyze irregular events
- Adhere to disease management and safety protocols

Minimum Qualifications:

- Graduation from High School or equivalent plus one (1) year of work experience including six (6) months experience related to the job.
- Any combination of related Education and Experience may be substituted

Licenses and Certifications Required:

- Valid Texas Class C Drivers License.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.